

19 March 1958

MEMORANDUM FOR: Chief, Management Staff

SUBJECT: Report to Killian Committee
1 September 1957 thru 31 March 1958

Recent Suggestion Awards Staff accomplishments worthy of consideration for your Killian Committee Report include:

1. Since 1 September 1957, the Suggestion Awards Committee has adopted 64 employee suggestions, granting awards totaling \$2,675 based on estimated first-year savings of \$25,594.
2. As a result of the Suggestion Awards Staff's theme for FY 1958, the quality of the employee suggestions has improved. Personal contacts, lectures, and advertisements emphasizing the value of better suggestions for the Agency and employees have resulted in higher quality suggestions. Suggestion awards granted during the period of this report average 5% higher than awards granted during the same period the previous year.
3. Among recent suggestions there is a definite trend toward improving communications between Headquarters and Field Stations.

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The major accomplishments of the Business Machines Service Staff for the period September 1957 through March 1958 are listed below:

1. Use of Outside Computer Services

Reviewed problems in Office of Communications which required extensive mathematical computations for solution. Suggested and arranged for a test problem to be performed on a contract basis on IEM 650 electronic computers in [REDACTED] Test was successful. However, future problems will be performed on an IEM 704 computer at the Bureau of Standards at a cost approximately 5 times less than [REDACTED]

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2. Saving of \$11,000 year through Flexowriter Installations

a. Office of Personnel - Completed the installation of Flexowriters in the Office of Personnel for the Automatic preparation of Personnel Forms 50 and 52 and as a by product the automatic preparation of punched-cards for subsequent machine production of accounting records and statistics. Approximately 6000 clerical hours a year or \$11,000 a year is being saved by this method.

b. Office of Logistics - Installation of Flexowriter in the Supply and Procurement Divisions of the Office of Logistics for the automatic preparation of stock replenishment requisitions, invitations-to-bid, and purchase orders has been started. When completely installed resultant benefits will be greater accuracy in ordering of stock items, speed up in order writing and faster delivery of the proper stock items. Tangible savings in clerical hours and salary are not available at this time.

3. Saving of 50 Man Years Through Centralized Production of Index

Cards RI/DB/P

A procedure which centralizes in RI/DD/P the machine production of Personality Index Cards for the RI Main Index and [] field stations has become effective. The time or 50 overseas employees which was required to perform this work will be saved. Since the average cost of an overseas is \$12,000 a year, the annual dollar saving to the Agency will be approximately \$600,000

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4. Feasibility Studies for Use of Electronic Data Processing Machines

Feasibility Studies in the Office of the Comptroller and Office of Personnel were started and are continuing. These studies occupy the time of six members of this Staff. The findings to date that economies can be obtained through the installation of a [] medium sized computer to meet the accounting and record keeping requirements of these two offices. These findings also indicate that benefits not obtainable under present electric accounting machine methods can be realized.

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5. RI/DD/P Locator File - Changes in Machine Methods

A study was made of the present RI locator file electric accounting machine method. As a result, it was believed that the use of electronic data processing machine methods might be more advantageous. Final determination will be made after a planned extension of present procedures is fully installed and in operation on 30 April 1958.

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6. Completion of Field Test for [] Reader-Printer

A twelve months test of four prototype microfilm reader-printers produced by the [] was completed in October 1957. As a result of these tests, twenty production models were ordered by various components of the Agency. These machines will produce a usable copy of any selected microfilm image in 5 seconds. They will be employed to time saving advantage where microfilm records must be used as reference materials to

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space saving advantages for documentary material which must be retained at headquarters; and as an integral part of the OOR system for furnishing requested documentary material to researchers. Dollar savings resulting from a reduction in clerical time, in costly filing equipment, and in floor space will occur as these machines become fully employed.

7. Common Index Number for Agency Personnel

Concurred in final procedures for establishment and use of a common personnel index number. Its use will substantially reduce ~~XXX~~ present payroll, personnel accounting, record-keeping and statistical reporting costs. The establishment and use of the common index number was proposed to the Comptroller by this Staff which they assisted in ~~XXX~~ its development.

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